

**New Jersey District-to-District Chain of Custody Form
For Transferred Paper-Based Testing Materials**

INSTRUCTIONS:

This form must be completed when students who are taking the Paper-Based Test move from one district to another before they have completed all required units. This form documents that secure paper-based test materials were successfully transferred from the former district to the current district. Once transferred, the former district is not responsible for returning the secure paper-based test materials; rather the current district is responsible for returning the materials to the contractor.

Districts must select one of the following options for transferring secure paper-based test materials from the former district to the current district.

Option 1 – The former LEA Test Coordinator sends the secure paper-based test materials to the current LEA Test Coordinator via traceable overnight delivery (i.e., FedEx, USPS, or UPS) to ensure the student is able to complete testing within the prescribed paper-based testing window. The former LEA Test Coordinator must complete columns 1 through 7, sign, and date the form, and include a copy of the form in the shipment. Upon receipt of the shipment, the current LEA Test Coordinator must complete column 8 and send a copy of the completed form to the former LEA Test Coordinator and the appropriate PARCC State Coordinator via email.

Option 2 – The former LEA Test Coordinator hand delivers the secure paper-based test materials to the current LEA Test Coordinator as soon as possible to ensure the student is able to complete testing within the prescribed paper-based testing window. The former LEA Test Coordinator must complete columns 1 through 7 and present this form to the current LEA Test Coordinator who must complete column 8, sign, and date the form, and provide a copy of the form to the former LEA Test Coordinator and send a copy of the completed form to the appropriate PARCC State Coordinator via or email.

1	2	3	4	5	6	7	8
Form	Test Booklet Number	Grade	Test	Student Name	NJ SMART #	Former LEA TC Initial	Current LEA TC Initial

I certify that the receipt of all secure paper-based test materials have been transferred and verified.

_____ (Print) Former LEA Test Coordinator	_____ Date	_____ (Print) Current LEA Test Coordinator	_____ Date
_____ (Signature) Former LEA Test Coordinator		_____ (Signature) Current LEA Test Coordinator	
_____ Former CDS Code	_____ Former Contact Phone Number	_____ Current CDS Code	_____ Current Contact Phone Number